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## **Maricopa Public Library Internet Use Policy**

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### **PURPOSE**

Maricopa Public Library (“the Library”) provides access to the Internet and other electronic resources as part of its mission: “To be the premier provider of municipal services in the United States of America.” These resources are available in our facility as well as through remote access. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the Library affirms the right and responsibility of parents or guardians to guide, determine and monitor their children’s use of the Internet.

### **RESPONSIBILITIES OF THE LIBRARY**

The Library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The authority to determine what illegal content is falls under the purview of Arizona Revised Statutes not with the staff of the Library. The availability of information does not constitute endorsement of the content by the Library. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic resources, or any consequences thereof.

### **RESPONSIBILITIES OF THE PATRONS**

Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy in using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. All patrons wishing to use a computer must have a library card.

### **CONFIDENTIALITY**

It is the Library’s practice not to maintain a history of our patrons’ computer use. The Library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a customer has entered. At the end of the business day, all computer use and reservation records are erased.

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## **EXPRESSIONS OF CONCERN**

- Concerns will be dealt with promptly and courteously.
- Persons with concerns should contact the Library.
- The appropriate staff will first discuss the concern with the individual or group.
- After discussion, if the individual or group wishes, they may discuss their concerns with the Community Services Director.
- After discussion with the Community Services Director, if an individual or group is still concerned they may submit an official complaint to the Parks, Recreation and Libraries Advisory Committee.

## **FORMAL COMPLAINT PROCESS**

The official complaint on the “Statement of Concern about Library Resources” form will be considered by the Parks, Recreation and Libraries Advisory Committee at a regular meeting.

- At the meeting, the individual or group may present their comments following the procedures outlined in the Maricopa Public Library “Public Participation” policy.
- The Community Services Director presents a staff response.
- The Parks, Recreation and Libraries Advisory Committee will make a final ruling on the concern.
- A written response will be sent to the individual or group.

## **INTERNET USE GUIDELINES FOR PARENT AND GUARDIANS**

The Maricopa Public Library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians and Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library:

- Use the Internet as a family. Join your children in Internet exploration.

- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Encourage children to use sites recommended on the Library's web site and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, parents' credit card number) online.

As it does with other library resources, the Maricopa Public Library will provide training on the use of the Internet and other electronic resources. It will also make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources.

### **DISCLAIMER**

The Maricopa Public Library has not participated in the development of any internet web site(s) and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

### **USER RESPONSIBILITY**

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library Internet terminals. The Library does not monitor an Individual's use of the Internet, however, filters are utilized to block inappropriate content. Use of chat lines is prohibited.

### **ACCESS AND USAGE**

The Maricopa Public Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the Library Internet terminals. The Library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Use of the Library terminals for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

Patrons and staff who use the Library's Internet connection are subject to the following policies and procedures.

Despite the unregulated nature of the Internet, the City of Maricopa acknowledges the need for children to have an age-appropriate Internet experience. As called for by ARS Title 34, Chapter 5, filtering software is intended to provide an option for parents and children when searching the World Wide Web. Filters limit materials accessed by the user, although they do not guarantee that objectionable material will not be seen. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The library uses a virus-checker on the computer workstations. However, if you bring in a personal disk, it may not be completely protected from getting a computer virus. An infected disk, inserted into any computer, could cause damage to that computer.

The City of Maricopa is not responsible for information found on the Internet or what you do with it. The library is also not responsible for loss of privacy, damages or loss of information caused by use of Internet services.

**The following activities are prohibited:**

- The Internet computer equipment and software must be used as installed. You may not add, delete or change anything on library computers.
- Use of chat lines and other interactive devices/sites used to communicate in a non-verbal and verbal manner.
- You may not use the Internet for activity that violates Arizona law by:
  - Engaging in activities that are harmful to minors as defined in ARS §§ 13-3501, and 3506.
  - Publicly displaying explicit sexual materials (ARS § 13-3507).
  - Committing telecommunications fraud (ARS § 13-3707).
- You may not use the Internet for activity prohibited by federal law. Some material on the Internet may be protected by federal copyright laws (see generally Title 17, United State Code). Unauthorized reproduction or distribution of copyrighted materials is illegal, except as permitted by the principles of "fair use." Generally, fair use of copyright materials is limited to copies made for personal use, private study, scholarship, or research. If the use of copyrighted material does not fall within fair use, permission from the copyright holder to use the material must be obtained before any such use. If in doubt about whether or not your use may

infringe on material protected by a copyright, ask the copyright owner for permission to use the protected material. Violation of copyright laws can result in severe civil and criminal penalties. Patrons of the library who are found to be repeat infringers of copyrighted material may have their computer use privileges terminated (see Violation of Internet Use Guidelines). Users of the Maricopa Public Library's computer terminals are solely responsible for use of materials that may constitute copyright infringement.

- It is illegal to use this equipment to harm other users of computer systems.

### **VIOLATIONS OF INTERNET USE GUIDELINES**

Patrons whose behavior is inappropriate for a public library will be asked to modify their behavior. If they fail to do so, they will be asked to leave the library premises. Additionally, any violation of ARS §§ 13-3501, 3506, and 3507 will be reported to the local law enforcement officials if a staff member reasonably suspects that behavior which constitutes a criminal offense has been committed on library premises.

Consistent with this policy, library patrons who violate any of the Internet Use Guidelines may have their library use privileges suspended and be asked to leave the library. Individuals who are found to have repeatedly violated any of the Internet Use Guidelines may have their library use privileges terminated. This decision may be appealed to the Community Services Director. The Director's decision is final.

# Maricopa Public Library Computer User Agreement

To be completed by Library Patron

Date: \_\_\_\_\_

As a user of the Maricopa Public Library computer resources, I agree to comply with the computer use policy, and **to use the Internet I must have a library card.**

## Parent's Information:

Name: \_\_\_\_\_  
(Please print your name)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_

I, the parent or guardian; grant permission for my child or children to have computer and or Internet access. I understand that individuals and families are liable for misuse of the computer system; that some materials are unacceptable for children and filtering is not 100% perfect. I accept responsibility for guidance of Internet use and for setting standards for my child when selecting, sharing or exploring information.

Child 1: \_\_\_\_\_ Library Card # \_\_\_\_\_

Child 2: \_\_\_\_\_ Library Card # \_\_\_\_\_

Child 3: \_\_\_\_\_ Library Card # \_\_\_\_\_

Child 4: \_\_\_\_\_ Library Card # \_\_\_\_\_

Child 5: \_\_\_\_\_ Library Card # \_\_\_\_\_